

REQUEST FOR PROPOSAL

For Receipt, Processing and Marketing of Recyclable Materials

The City of Olive Branch intends to employ a company to provide the receipt, processing and marketing of recyclable materials. Our current contract will expire on December 31, 2022. This will be a six year contract with the option of extending the contract in one year increments up to four additional years starting January 1, 2023.

Proponents must be qualified to do business and be in good standing in State where operations are located.

Proposals must be delivered to, and be on file with, the City of Olive Branch on or before Friday, May 27, 2022 at 2:00 pm. The envelope containing the proposal must be sealed and plainly marked "Proposal for Receipt, Processing and Marketing of Recyclable Materials" along with date and time of bid opening and addressed to the City Clerk, City of Olive Branch, 9200 Pigeon Roost Road, Olive Branch, Mississippi 38654.

Questions regarding this request should be directed to Karen McNeil, Purchasing Manager, via email to karen.mcneil@obms.us.

In addition, electronic proposals can be submitted at www.centralBidding.com. Electronic proposals are due the same time and date as sealed proposals. For any questions relating to the electronic submission process, please call Central Bidding at 225-810-4814.

Proposals will **not** be publicly opened and read on the aforementioned date. The selected Proponent will be awarded the contract through an Order or Resolution of the City approving and adopting the contract documents, and awarding the contract to the highest rated proponent.

A Bidders Bond will not be required.

Proposals for this project will be rated according to the following criteria:

1. EXPERIENCE processing and marketing recyclable materials:
2. REVENUE/COST to the City of Olive Branch
3. QUALIFICATIONS knowledge, and technical expertise in this and similar projects;
4. CAPACITY FOR PERFORMANCE to perform required services in a timely manner, given current workload and staff.
5. FACILITY/PROCESSOR located within twenty five (25) miles of the City of Olive Branch

All proposals will be rated on the following system to determine the best offer: Description and maximum points: Experience - 20; Revenue/Cost – 40; Qualifications – 15; Capacity for Performance – 15; Facility/Processor Location - 10; Total 100 points. Proposals submitted should adequately address all five criteria. It is the intent to award a contract to one proponent.

The City reserves the right to reject any or all proposals, to waive irregularities and/or informalities in any proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

WITNESS MY SIGNATURE THIS THE 19th DAY OF April, 2022

/s/ TENA STEWART, CITY CLERK

Publish: April 21, 2022
April 28, 2022

Copies to: DeSoto County Tribune- legals@dtclick.com
MPTAP
Karen McNeil, Purchasing Manager
Tena Stewart, City Clerk